ReForest London is currently seeking a **part time Site Cleaner** to join our team at Westminster Ponds Centre. ReForest London is a non-profit organization dedicated to partnering with our community to enhance environmental and human health in the Forest City through the benefits of trees. Since our founding in 2005, we have grown to become London’s leading environmental charity. Now, we are also embarking on our largest project to date: the creation of a flagship Environment and Sustainability Centre for London - Westminster Ponds Centre.

**About the Role:**

The Site Cleaner will ensure thorough cleaning and disinfection of public and shared spaces throughout our building on a regular basis.

**Key Responsibilities:**

- Ensure washrooms are thoroughly cleaned regularly, adhering to required schedules
- Disinfect high touch points multiple times throughout the day
- Monitor common areas to ensure spaces are kept safe and clean
- Vacuum, dust and disinfect office spaces
- Clean and disinfect shared kitchen space
- Receive and stock janitorial supplies, and undertake inventory management of janitorial supplies
- Light maintenance of office equipment and supplies
- Daily removal of trash / recycling inside building
- Occasional grounds keeping around the building, including litter pickup around the site
- Occasional outdoor tasks such as pressure washing and tending to gardens
- In snowy conditions, shovel steps and walkway to building, and apply salt
- Represent ReForest London and Westminster Ponds Centre in a professional and courteous manner
- Follow all health and safety requirements and cleaning protocols
- Demonstrate a commitment to good communication and positive workplace culture
- Other duties as required

**Desired Skills and Experience:**

- Experience or training in Infection Prevention and Control (IPAC)
- 1 – 2 years’ experience working in a similar role at a public site is an asset, but we will train the right candidate
- Demonstrated commitment to customer service and environmentalism
- Attention to detail and a keen desire to do a great job
- You can identify what needs to be done, and you find a way to make it happen
Working Conditions:

- Both indoors and out, sometimes in inclement weather
- Some independent work
- Working with commercial cleaning products to safely sanitize surfaces

Physical Requirements:

- Standing for extended periods of time
- Able to lift ~30 lbs.
- Engaging in repetitive tasks

Reporting Relationship:

- Supervised by: Westminster Ponds Centre Coordinator
- You will interact with every member of our small team, and also with our Co-Tenants.

Other Eligibility Requirements:

- Valid Criminal Records Check, to be provided upon acceptance of the position
- Valid G License and access to a vehicle is preferred, for picking up supplies or equipment when needed
- Ability to work independently or on a team

Hours and Contract Details:

- This is a part time role for 3 hours per day, and approximately 15 hours per week, from 9:00am – 12:00pm (or, 8:00am – 11:00am if you prefer) on weekdays, Monday - Friday. Hours can be variable, and may be up to 20 hours per week.
- Start date: September 2020, End date: December 2020, with possibility of extension.

Salary: $16.00 / hr

Please note that this position will include some physical labour. Although work hours are generally expected to be weekdays (Mondays - Fridays), time off during the week will be granted in lieu if / when weekend work occurs.

About our team:

We work in a busy, fast-paced environment (especially during planting seasons!), and we get our energy from knowing that the work we do is making a difference in our community. Members of our team all bring their own expertise and strengths to the table, and collaboration, reflection and learning are all important parts of our organizational culture. Our office is located at the Westminster Ponds Centre, right next to the beautiful Westminster Ponds Environmentally Significant Area, London’s largest ESA and a wonderful place to enjoy a lunch-time hike or picnic.

To apply:

We value diversity and inclusion and encourage any qualified people to apply. Please email a cover letter and resume in PDF format, indicating the position title you are applying for in the subject line, to
resumes@reforesetlondon.ca by September 15th, 2020. However, please note that we would like this position to begin as soon as possible, so we encourage you to apply early! Applications will be reviewed as they are received.

Please confirm in your cover letter that you meet all position requirements and that you have access to a vehicle. All applications received will be acknowledged with a reply email. However, only those to be invited for an interview will be contacted. No phone calls please.

If you require accommodation for the recruitment process, please let us know. We sincerely thank all candidates for their interest in joining our team.